**I try to send my subaward institutions a word doc that they find easier than text in an email and I add anything they tell me they need after the first conversation. The SOW switches back and forth from we provide to they provide depending on what Dr. I am working with….**

**University of Pennsylvania PI:**

**Subaward Institution:**

**Program Announcement:**

**Title:**

**Project Dates:**

**Budget Due (any format with final numbers):**

**All Final Docs Due:**

**Items Needed from you:**

* Final Budget SF424 Format
* Budget Justification
* Biosketch
* F&A Rate Agreement
* Signed NIH Facepage or LOI
* Facilities and Resources

**Items provided from Penn:**

* SOW (Dr. will provide)
* Budget parameters